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23 September 1948

Subject: Report of Committee on Storage of Vital Documents

Enclosure: TAB (A)  
TAB (B)  
TAB (C)

1. The Committee appointed by letter, subject as above, dated 3 August 1948, has met and reached tentative conclusions on which decision is needed before further action can logically follow.

2. The Committee believes that CIA should initiate a program for the storage of documents vital to its further actions and present to the IAC agencies an accomplished fact from which those agencies may extend their plans. The basis for this decision is contained in TAB (A).

3. The Committee has tentatively chosen the types and number of documents for initial storage. It has also agreed that the schedule of replacement and maintenance on a current basis should vary with the nature of the documents stored. These recommendations are contained in TAB (B).

4. The Committee believes that the methods of duplication of material will vary. Some should be microfilmed, some by storing an enamel master, some by direct storage, and some by replacement at specific periods. Further investigation of this should be left to the Officer in Charge of the repository.

5. The Committee believes that the method of storage must be on a "live" basis. The material should be kept current. This will necessitate a small operating staff at the site of the repository.

6. The Committee believes that it is, at present, unnecessary to establish more than one storage repository. Removal from the Washington area and the use of vault-type storage is, on balance, believed to be appropriate when the considerations of cost, living and working conditions, uncertainties of timing, mission and future location of CIA are assessed against the requirement of having material available upon which a reconstituted agency may be built and work. The basis for this belief is contained in TAB (C).

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7. The Committee believes that a reconnaissance should be initiated in accordance with the conclusions contained in TAB (C).
8. Personnel requirements planning must be based upon approval of the Committee's conclusions contained in paragraphs 2, 3, 4, and 5 above.
9. Equipment and overall financial requirements (other than personnel) are dependent upon the approval of the Committee's conclusions contained in paragraphs 2, 3, 4, 5, and 6 above.
10. The Committee believes that the methods of transport of the material should be left to the control of the Officer in Charge of the repository to be worked out by him with the Executive for Inspection and Security and the Executive for Administration and Management.
11. The method of safeguarding the material is dependent upon approval of the Committee's conclusion contained in paragraph 6 above.
12. The Committee believes that action should be taken, at once, to designate an individual as a succession of administrative authority to act for the Director in the event of disaster. The Committee recommends that the Officer in Charge of the repository be so designated. Further administrative instructions concerning control, rallying points and other plans should await the further development of the program.
13. The Committee recommends that:
  - a. The beliefs of the Committee as set forth in paragraphs 2, 3, 4, 5, 6, 7, 10, and 12 be approved.
  - b. An Officer in Charge of the repository be appointed at once.
  - c. The Officer in Charge be given the mission of:
    - (1) providing a cover story;
    - (2) reconnoitering for and recommending to the Director, within the limits set forth in TAB (C), the location of the repository;
    - (3) recommending a table of organization and a table of equipment for the repository office;
    - (4) recommending further security measures deemed necessary to include planning for possible additional or alternate repositories.

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- (5) establishing and operating the repository; and
- (6) through ICAPS, implementing any participation desired by the IAC agencies.

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